

MINUTES of a meeting held at **7.30 pm on Monday, 6th July 2015****Venue:** Bank House, Stratford Road, Harvington**Present:**

Chris Haynes	Chairman
Gill Smith	Local Facilities and Leisure Group (standing in for Jenny Grey)
John Colebrook	Parish Council and Business Group
Chris Rushworth	Housing Group
Kathy Haynes	Admin and PR
Clive Allen	
Maureen Hall	Secretary, Parish Council and Environment Group

Apologies: Apologies were received from Bill Burford, Jenny Gray and Andy Tooth**1. The Minutes of the last meeting** were approved.**2. Matters Arising:**

Chris Haynes reported that he has acquired a full copy of the Ordnance Survey map of Worcestershire from Wychavon D.C. This will enable groups to enlarge 'a snapshot' of any part of the Parish. (Bill Burford also has a copy of this).

3. Timing and Use of Consultant

There was some discussion as to when it would be appropriate to involve a Consultant. Initially it had been thought that we would need one at the Survey question stage, but on reflection the feeling seemed to be that we have sufficient expertise available to us to continue on our own until the production of the Draft Plan, at which time a Consultant would be required to confirm that we had produced sufficient evidence and met all statutory and legal requirements. This approach would also enable the Inspector to see that the Community had produced the Plan, not a Consultancy. It was thought, therefore, that it would not be necessary to engage a Consultant until 2016.

4. 'Planning for Real' – Proposed Event in Spring 2016

Once the results of the Parish Survey had been received and analysed, it was suggested that a professional facilitator such as 'Planning for Real' should be employed to hold a Workshop, at which a group of people, representative of all interests in the village, would consider the various development options. Sections of the Draft Neighbourhood Plan document could be created at the Workshop. The finalised draft would then be circulated to the Village for comment / approval. Once this process had been completed the original Workshop Group would meet again to refine the Plan to include feedback received.

A question was raised as to the method of recruiting the people for the Workshop Group. It was felt that there may already be people involved with the working groups who would be interested in attending; that the planned publicity would hopefully generate interest from other sectors of the community; and that we would by then have a considerable database of village

residents from which we could invite attendees. It was pointed out that, as many people work, it would be better to avoid working hours.

Such events are tailored to the requirements of the client. They can take 1-2 days, fully prepared and run by the Consultants, or local people can be trained to run their own. No decision was made at this stage, but Chris Rushworth undertook to find three different companies who undertake this work, so that we can get quotes before taking this any further. However, February 2016 was put forward as a suitable date, as this would give time to meet with Consultant(s) to discuss our requirements, and have the funds available to cover their costs.

5. Requests for Training/Support from Working Groups

5.1 Mo Hall reported that Clive Allen had produced a brief Rainwater Flow report on Crest Hill and Ellenden Farm, which had been discussed in the Environment Group. As a result of this, that Group have requested that an Hydrology Report on the Parish be commissioned. The Steering Group felt that much of this information might already be held by Wychavon DC, and Chris Haynes undertook to speak with Andy Ford and Tony Jones, the Chief Engineer, to find out how much they could help us with this.

5.2 The Environment Group had noted that the sewage works were situated just outside the Parish Boundary in Norton and Lenchwick Parish. Liaison would therefore be required to ensure that both groups do not include this facility. It was felt that this would be dealt with during the Consultation with other parishes stage and could be ignored for the moment.

5.3 The Environment Group had been liaising with Harvington First School with a view to involving the children in a Wildlife Survey during the summer holiday. Joy Rawes had produced a form to be completed by the children, and the Headmistress was very supportive. It was felt by the Env.Group that encouragement should be offered to the children in the form of a small gift for every form completed (e.g., a bookmark), and a prize for the best result in each year group. They would therefore like the Steering Group to approve a small sum to cover this, and a prize fund of £50 was granted. It was also suggested that other groups, such as Rainbows, Brownies and the Youth Group might like to be involved, and MH undertook to feed this back to the Environment Group to see what could be done.

It was noted that Wychavon DC would advise us as to whether a Habitat Regulations Assessment would be required when we reach the stage of passing the Neighbourhood Plan over to them.

5.4 Gill Smith from the Facilities Group pointed out that there was an issue of overlap between the groups. They had produced a spreadsheet showing these areas. The Steering Group felt that some overlap could be quite a positive thing, as each group involved would come at the issue from a different angle. However, there would be an opportunity to discuss overlaps with the Groups at the full meeting of the Volunteers on 2nd September.

5.5 The Facilities Group had produced some questions for the Survey, which were read to the Steering Group. The Facilities Group had decided that questions should be straight forward and 'closed' in structure. Clive Allen volunteered to produce copies of the questions used for the Parish Plan for the information of the Working Groups.

6. The Project Plan

6.1 A summary of activities which needed to be included had been produced by John Colebrook, and this had been submitted to Andy Ford at Wychavon, who had amended and returned it. Following this a full Project Plan had been produced in the form of a PDF, copies of which had been printed out and these were distributed to the Steering Group. The full PDF is available on the web site.

6.2 Parallel activities. Two areas of interest, not included in the full Neighbourhood Plan, are Public Open Spaces and Community Assets. Identification of these, public consultation on same, and action to conserve will take place in parallel with the work for the Neighbourhood Plan.

6.3 Further copies of the printed out Plan are available for Working Groups if required.

7.0 Communication Strategy

Evidence of the communication strategy employed is a necessary requirement of the Neighbourhood Planning Procedure. Chris Haynes had produced a draft which was discussed by the Steering Group. The following additions were made: Entries on the Village Facebook page; Posters and Banners; and a flier to be sent out with the Village News in September.

Kathy Haynes had done some preliminary investigations into costs for banners and fliers, which she presented to the Group. Banners would work out at about £30 each, with approximately six being required, and the cost for a double-sided A5 flier would be about £80/1000.

Chris Haynes confirmed that he would add these items to the Communications Strategy and send it to Andy Ford for comment, after which it would part of the formal Neighbourhood Planning Process.

8.0 Budget

The draft Budget was presented to, and discussed by, the Group. It was suggested that the Village Hall should be booked for a couple of days during the survey period for people who are not computer literate to have help completing the Survey. CH undertook to do this.

It was suggested that we could perhaps allocate £100 as a prize to encourage people to complete the survey, but it was not clear as to whether this would be legal. No conclusion was reached.

A proposed budget of £1500-£2000 would be included for the Hydrology Report, but CH would look into the possibility of finding separate funding for this. He will also check into the grant situation from other organisations.

As soon as the quotations have been received from the 'Planning for Real' Consultants, a full Budget will be prepared.

9.0 Any Other Business

The matter of 'Green Energy' was raised, and it was agreed that we should take this into consideration when putting forward design criteria for future development. It was noted that the Neighbourhood Plan can stipulate higher standards than the minimum required by Planning authorities.

The viability of a scheme to harness power from the River Avon was also discussed.

10.0 The date of the next meeting was set for 7.30 pm on 14th September at Bank House, by which time the Survey should be ready to go public. It was also decided that as many people as possible should meet at 3.00 pm on Wednesday, 9th September, to go over the questions and ensure that they meet requirements.

The meeting closed at 9.45 pm.